

UNBC JOINT HEALTH & SAFETY COMMITTEE

May 28, 2020

Charles J McCaffray Hall – Senate Chambers

Zoom Meeting

1:00pm to 2:00pm

Participants:

Sarah Elliott, (Employer Rep)- Co-Chair

Erik Jensen, (Employer Rep)

Shannon Wagner, (Employer Rep)

David Claus, (Employer Rep)

Kerry Roberts, (Employer Rep)

Twylla Hamelin, (Employer Rep)

Christa Florell, (Faculty Employee Rep 1)

Chris Jackson (Faculty Employee Rep) *Alternate*

Malgorzata (Mal) Kaminska, (Faculty Employee Rep 2)

Saphida Migabo, (Faculty Employee Rep) *Alternate*

Helen Lapp, (CUPE Employee Rep 1)- Co-Chair

Deb Schweder, (CUPE Employee Rep 1) *Alternate*

Joyce Henley, (CUPE Employee Rep 2)

Beth Gentleman, (CUPE Employee Rep 2) *Alternate*

Dorna Sobhani, (CUPE 2278 Employee Rep 1) *Alternate*

Navjot Kaur, (CUPE 2278 Employee Rep 2)

Committee Resource:

Lydia Troc– Health & Safety Manager, (Resource)

Tammy Klassen-Ross, (Positional Resource)

Jennifer Skaar – (Recording Secretary)

Absent:

Vacant, (Employer Rep) *Alternate*

Vacant (Employer Rep) *Alternate*

Aaron Olsen, (Employer Rep) *Alternate*

Sean Kinsley, (Employer Rep) *Alternate*

Trevor Smith, (Employer Rep) *Alternate*

John Anku, (CUPE 2278 Employee Rep 1)

Navjot Kaur, (CUPE 2278 Employee Rep 2) *Alternate*

Natalie de Bruyn, (Positional Resource)

Conan Ma, Chemical Safety Officer (Resource)

Meeting Co-Chair: Sarah Elliott

A. Chair Comments: Helen was to chair this meeting but as it was being delivered by zoom, requested Sarah chair in her place.

B. AGENDA

b.1) No additional changes or additions to the agenda.

C. APPROVAL OF MINUTES – April 30, 2020

c.1) No changes to the minutes –motion to accept Navjot & Beth, all in favour.

D. BUSINESS ARISING FROM THE PREVIOUS MINUTES

**Due to the COVID-19 pandemic and the majority of employees working from home, no sub-committee groups or previous business matters are being pursued during these unprecedented times.*

E. Incident Report Summaries

e.1) **Review of the Worksafe and other classified incident reports for First Aid Incidents; Safety Investigations; & Other Reports sent to members for review. - Sarah**

- Sarah commented that there have not been many incidents to report and asked if there were any questions. None brought forward.

e.2) **Review of Respect in the Workplace Investigation Statistics – Kerry**

- Kerry noted that there is one investigation student-employee that will be concluding today. There is also a potential new investigation starting today that is employee-employee. Nothing else to report. No questions brought forward.

F. Inspection Updates

f.1) **Building Inspections – Lydia**

- Building inspections are still on hold until people can return to campus. Lydia does walk through buildings regularly but there has not been anything to report.

f.2) **Lab Inspection Report – Tammy**

-Conan continues to monitor lab space and works on inspections when possible. No issues reported.

G. New Business

g.1) **WorkSafe BC COVID-19 Safety Plan– Sarah**

- The return to work preparation for Phase 3 in September 2020 is beginning. Most classes are being provided through alternate delivery methods so we do not anticipate that there will be a huge number of people returning to campus. Based on directives from the Provincial Health Officer the plan is to distance as much as possible. Some labs and classes are hands-on and will have to be delivered face-to-face, so there will be some groups of students on campus.

-Sarah had forwarded three COVID-19 health and safety documents to the Committee and wanted to go over each with the Committee:

- **Selecting and Using Masks:**

- BC Public Health is **not** encouraging everyone to wear masks as medical masks and N95 respirators should be reserved for healthcare workers. UNBC will not be providing medical or non-medical masks to employees
- All COVID-19 guidelines indicate that personal protective equipment (PPE) is used as a final option for controlling the risk of contracting COVID-19. The most effective preventative measures are physical distancing and hand washing. Some areas/departments already require specific PPE and those requirements will continue. There may be additional areas that the exposure control plan identifies as requiring masks due to the inability to maintain physical distancing, in these instances masks will be provided. This will include specific labs, clinical labs as well as other health care service related areas.
- If an individual feels more comfortable wearing a cloth mask based on a personal choice, they will need to provide their own.

Questions:

- Will the University take the same position regarding gloves? Sarah confirmed that the University will provide gloves if the area assessment deems them necessary or if there are PPE requirements already in place for that area. As per WorkSafe BC though, gloves are not an effective preventive measure against the transmission of COVID-19
- If a department needs to purchase these supplies, where would we go to purchase? Sarah indicated that Conan in Chem Stores already stocks these types of supplies for departments who presently use them. Lydia advised that there are some delays in purchasing masks in particular and the current supply is being rationed now and supplied only to those areas who require it. All supplies need to be ordered centrally.
- Sarah reminded everyone that the draft Principles and Guidelines document for return to on campus activities in September is an over-arching document and there will be lots of other supporting documents, training and orientation that provide clear direction and expectations to the UNBC community. Sarah thanked those who had provided feedback and input to the document. Once the edits are completed a final draft will be sent out to the continuity and planning team for a final review before being submitted to PEC and Union Executives.

- **COVID-19 Safety Plan:**

- This is the document we are required to complete and return to WorkSafe BC. The Planning and Principles document under review will be our response to meet those requirements outlined in the WorkSafe document. Neither the Ministry nor WorkSafe BC have provided the template guideline for our sector (Post Secondary Institution) yet, that document is not due until late June. Some of the work to meet these requirements are already being sourced such as:
 - Plexiglass for those front facing service areas where distancing requirements cannot be maintained.
 - Floor decal markers set at required distances for people waiting for service as well as directional signage.
 - Purchase of additional hand sanitization units
- Sarah will be working with Helen to sign off and send back the WorkSafe BC document as the JH&S Committee Co-Chairs.

Questions:

- Will individual units be responsible for placing? No, Sarah confirmed that the safety and facilities departments will be working together to create an assessment team that will be organizing the placement and installation of additional signage and equipment for departments. The University will be providing the plexiglass, decals, and sanitizer stations. The placement and care for these items will be included in the orientation & training for staff and students prior to return to campus.

- **Cleaning & Disinfecting:**

- Sodexo has already implemented and is conducting increased cleaning of all high touch point surfaces such as door handles, light and elevator switches, railings etc.
- There will be cleaning expectations for departments particularly for those service areas with higher traffic. This will be determined during the assessment. Cleaning supplies will be provided and cleaning procedures will need to be followed.
- Sarah reminded the committee that each individual has a personal responsibility to protect their own health and safety so should take it upon themselves to complete cleaning of their own work space.

Question: Is there a plan for cleaning and number of people for washrooms etc? Sarah confirmed that Sodexo is cleaning high touch areas more frequently and areas such as washrooms will have maximum occupancy numbers posted on the exterior door and some stalls will be disabled to meet physical distancing requirements.

g.2) **Building occupancy number changes to meet physical distancing requirements - Sarah**

- Sarah asked for volunteers from the committee who might be on campus already or working remotely with a reduced workload that could participate in performing the COVID-19 assessments with the safety and facilities departments. Sarah would like to see members of the JH&S Committee be the leads as we go through the campus in order to help with the assessment of some of these areas. Some areas are going to need protocols implemented sooner than the September semester.

-Over the next few months we are going to have some people who will have to return to campus. We have a priority for some rooms to have those assessments completed in regards to the new occupancy numbers for those rooms. Sarah would like to take some of the pressure off the Facilities and Safety Departments and have JH&S Members go through the check lists. If members can think on this and check with supervisors then email safety with your input and if you are able to volunteer.

-Twylla volunteered to take the lead for all areas in Building 9. She will also need to refer to requirements outlined by UBC and Northern Health for NMP space.

-David noted that Facilities are looking to draw some layouts that can be distributed for reference in specific areas and will need some help in determining what can or cannot work. This will be for teaching lab space, lab space, and some teaching areas.

- Sarah noted that core JH&S team members will need to assist with support to facilities and safety as they post new occupancy numbers for rooms. Some departments have general areas such as lunchrooms and boardrooms where new occupancy numbers will also be required to be posted. A template has been created based on the requirements for COVID-19 and team members will use the template to assess areas and provide the occupancy numbers for Facilities to post.

g.3) **Engineering barriers to assist physical distancing – Sarah**

-Individual departments will also need to assist in providing input on traffic flows and we will need to have a directional flow of incoming and outgoing traffic and get it set-up prior to people returning to campus. A lecture theatre is a great example, one door used for entering and the other door used for exiting.

-Amelia's portfolio are working on a COVID-19 orientation for all students both new and returning, which will include an outline of the understanding and expectations that have been put in place for the safety of everyone returning to campus. It will include expectations on how students move around the campus to maintain physical distancing.

-Kerry and the HR department will work with the safety office to provide a similar orientation module for the employee group that employees will need to complete prior to returning to work on campus.

-Sarah stated that this is the new normal for now and likely to remain in place for a year. We need to alleviate the fears of those people returning to campus. It is important for us to show the visualization of what physical distancing will look like, give direction as to what individuals are to do, and provide resources to support them as they transition to working back on campus.

-Question: What about the public coming to campus and services that the recruitment office provides were it is impossible to social distance. Sarah indicated that the University has not closed and members of the public have been visiting campus all along. There will be information posted on the University web pages as well as signage at all entrances that will outline the University's expectations of everyone coming to campus. This will include physical distancing requirements, the availability of sanitization stations, hand washing, public health requirements, sneezing/coughing etiquette etc. but most importantly people are not to enter campus if they are sick.

-For all departments such as the recruitment office, how to address physical distancing is part of the exposure control plan assessment that the supervisors, in discussion with employees, will be working on to reduce the risk of exposure for their department. Discussions will include if an activity can be eliminated or substituted by alternative delivery. As we are preparing for Phase 3 re-opening in September the majority of employees will still not be returning to work on campus.

H. Other Comments or Discussion:

-Question: Would it be better to have students and researchers sign off for the use of lab space? Sarah indicated that the assessment document will identify areas or activities where distancing may be an issue, procedures for that space will be developed and then orientations for that space will be provided to anyone using that space.

-Question: Has there been consideration given to finding other ways to open doors etc. Sarah confirmed that yes there have been other options discussed however cost is a huge factor. David confirmed that Facilities received numerous suggestions including alternative ways to open doors. These suggestions are all reviewed and Facilities are doing their best to expedite the COVID-19 mandates which includes reduction of frequent touch points like door handles. We need to remember that the best method of prevention is to practice safe handwashing.

-Question: Is the 14 day quarantine still in effect for international or out-of-province students returning to BC? Sarah confirmed that Ministry mandates are still in place for people returning to Canada and the 14 day self-quarantine applies. Those international students returning or new to UNBC will have to complete their plan upon entering the Province. They will be required to arrive two weeks prior to starting at UNBC. We will be closely monitoring the Ministry requirements for Canadians crossing provincial borders as restrictions become reduced and/or lifted. At the moment people are strongly encouraged not to cross provincial borders for non-essential travel however it will depend on if there is an order in place at the time.

-Question: What are the plans for field work and research? Sarah noted that the Research Office and the Safety Office have already addressed COVID-19 requirements as it pertains to those out in the field and have created a set of principles for handling those requirements. An outline can be found on the safety –field safety web page.

-Question: Will Active Minds be taking place? Sarah advised that all the regional programs have been cancelled as well as July's classes, the cut-off date for the decision for August has not yet been reached. Beth advised that her supervisor has indicated August will be cancelled as well. Sarah

added that cancellations for these activities and those like the Timberwolves camps do not sit directly with the University, we have to be guided by the sector re-start templates from the Ministry, Public Health, and WorkSafe BC.

-Question: How will areas on campus such as kitchens, lounges etc. be managed? Sarah indicated that these areas are addressed under the guiding principles. The individuals/programs who oversee the area will be responsible for the assessments in conjunction with the facilities and safety teams, those areas that are general/publicly accessible will fall to the facilities and safety team to assess. Kitchens especially will include removal of a lot of items that should not be used. When areas are assessed there will be items physically removed from the space such as extra chairs and keyboards in computer labs to help maintain physical distancing.

Question: Are regional campuses being included in the process? Sarah verified that yes regional representatives are on the continuity and planning team whom also reviewed the guiding principles document. If anyone hears from their members at the regional campuses who have concerns, please bring them forward.

Question: Has the guiding principles form gone forward to the FA. Not at the moment but there is representation from both Faculty and the CUPE unions on the JH&S Committee. As a group we are reviewing the draft, and then it will be sent out to all Union executives.

-Question: Will housing be opening in September? Sarah indicated yes, but it is not known yet as to what degree. We will be working with the Public Health Officer as to how many units within a suite can be opened to adhere to physical distancing requirements.

-Question: Will links to material be make available once they are made available? Sarah confirmed that links to all COVID-19 documents and resource materials are immediately made available through the COVID-19 webpages.

-Suggestion: Area assessments should consider accessibility for all people on campus including those with mobility issues.

-Question: With everything going on, is a monthly meeting going to be sufficient? Sarah will begin with a bi-weekly out-reach to the Committee which can be expanded if needed as soon as the materials and equipment are on site for the assessments to begin (likely start bi-weekly meetings in July)

MEETING ADJOURNED AT 2:10pm

ACTION ITEMS

Item #	Description	Who	Action
1) 19-002	Terms of Reference Review	All Members	Review –Tabled
2) 19-009	Committee Projects	Individual Project Groups	Tabled
3) 19-016	Animals on Campus Policy & Procedures Draft for Committee Review	Sarah Elliott	Tabled
4) 19-017	Employee online orientation and former safety checklist	Lydia Troc	Working with HR on a new option and process. To be presented to JH&S.
5) 20-001	Recommendation to the employer for a Safety Training Officer Position	Bethany Haffner & Sarah Elliott	Tabled
6) 20-002	Posting of revised pandemic plan	Sarah Elliott	Sarah to have reposted on Safety's web page once rewritten.